
Procure-to-Pay Capability Summary

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SUBJECT: Contract Administration Office Management

BACKGROUND: The Contract Administration Office (CAO) and Payment Office on Department of Defense (DoD) contracts are two of the most frequent data entry errors that occur on contract actions, as found through Procurement Data Standard validations and Contract Deficiency Reports. These mistakes result in manual processing and payment delays. The Defense Contract Management Agency (DCMA) is responsible for managing the list of CAOs assigned by geographic area and for specific contractor locations. However, the Contract Administration Services Directory (CASD), where the CAO list has historically been maintained, has limited access.

To address these issues, Defense Pricing and Contracting (DPC) partnered with DCMA, the Office of the Undersecretary of Defense (Comptroller), the Office of the Assistant Secretary of Defense (Sustainment), and the Components to re-engineer this process. The Purpose Code Management (PCM) module, deployed within the Procurement Integrated Enterprise Environment (PIEE) in November 2018, is the result of this collaboration. Within the PCM module, the contracting community is able to look up the appropriate CAO and associated DoD Activity Address Code (DoDAAC) by the proposed contractor's Commercial and Government Entity (CAGE) Code, ZIP Code, or country. The module also shows the available Payment Offices and associated DoDAAC as well as any exceptions to the CAO assignment.

POLICY: FAR 42.203 and DFARS 242.202 both refer the contracting community to the legacy site (CASD), which is no longer web-accessible and has been replaced by PCM. FAR and DFARS updates are in progress.

INFORMATION TECHNOLOGY INFRASTRUCTURE: The PCM module can be accessed through the PIEE portal at <https://piee.eb.mil/>. DCMA manages CAO DoDAACs for the Department, and collaborates with Army and Navy leadership to manage select administrative arrangements (e.g. Office of Naval Research, Navy shipyards, and Army ammunition plants). CAO search is open to all PIEE registered users. The module includes a new Application Programming Interface (API) that enables automated CAO queries.

DATA STANDARDS: The PCM module leverages the authoritative sources for the CAGE and DoDAAC code basic information. It applies DCMA algorithms for mapping CAO DoDAACs to region and to apply CAGE exceptions.

IMPACT: Contracting officers should begin to use this tool immediately to identify the appropriate CAO and Payment Office DoDAACs to use on contract documents when delegating contract administration. DCMA will manage the CAO assignment relationships in PIEE, now the authoritative source for identifying CAO and Payment Offices. It is expected that use of this tool will reduce contract data errors related to use of incorrect CAO DoDAAC.

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